

**Louisiana Department of Environmental Quality
OES, Permit Support Services Division
Notifications and Accreditations Section
P.O. Box 4313, Baton Rouge, LA 70821-4313
Physical: 602 N. 5th St, BR, LA 70802
Phone (225) 219-0932 Fax (225) 219-3156**

Notification of Demolition and Renovation Form (AAC-2)
Instructions

General Information:

The Louisiana Air Quality Regulations (LAC 33:III.5151.Subchapter M), which can be found at <http://www.deq.louisiana.gov/portal/Portals/0/planning/regs/title33/33v03.doc> **requires written notification of all demolition activities, whether the structure contains asbestos or not;** and any renovation activities involving the removal of friable asbestos containing materials (ACM). Prior notification of any demolition activity; or any renovation involving **Regulated Asbestos Containing Material (RACM)** must be made by submitting a completed AAC-2 Form.

Negative Declaration – Demolitions Requiring No RACM

If the structure does not contain Regulated Asbestos Containing Material, complete the Sections of the AAC-2 form for a Negative Declaration as noted by asterisks * on the form, i.e. Sections I, II, III, IV, V (if applicable), VI, VIII, X, XVII, and XVIII. Non-RACM debris may be disposed in a Construction and Demolition (C&D) Debris landfill or a Type 1 or 2 landfill permitted to accept such waste.

Demolition or Renovation involving Regulated Asbestos Containing Material (RACM)

If the structure contains Regulated Asbestos Containing Material, complete all areas on the form. After proper notification is received, the Department issues an Asbestos Disposal Verification Form (ADVF) to ensure that the ACM removed is disposed of properly. The ADVF must be onsite during all RACM renovation or demolition activities to LDEQ project approval.

The AAC-2 form must be either postmarked or hand delivered to the Department at least **10 working days** prior to the scheduled dates of asbestos removal (Section IX) or 10 working days prior to the scheduled dates of demolition or renovation (Section X). The completed AAC-2 form should be submitted to the Department at the address at the top of the AAC-2 form.

Note: The AAC-2 form **MUST** be typed, properly completed with an original signature, and be accompanied by the appropriate fee. Faxed originals are unacceptable. The AAC-2 Form **MUST** be submitted to LDEQ on the most current form approved by the Department, and can be located at <http://www.deq.louisiana.gov/portal/tabid/2251/Default.aspx>. Modified forms will not be accepted.

Instructions:

No. of ADVFs Requested - One ADVF is required per load of Asbestos Containing Waste Material (ACWM) being transported. **Exception:** Residential or Commercial demolition structures **financed by FEMA** as part of the Hurricane projects may use the procedures noted on <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=2251> in the following documents:

- Addendum to ADVF Procedure for Residential ACWM  Sample Addendum  (Implemented 3/29/2006; Revised 5/31/07)
- Addendum to ADVF Procedure "ADVF 1" for Commercial ACWM (9/27/07) 

LDEQ Use Only: Please leave these spaces blank: AI No, Check Voucher Electronic Transfer no, Amount Received, and Postmark Date. Note ADVF no. only when requesting a **Revision** to or an **Additional** ADVF.

I. Type of Notification: Check the appropriate selection:

Original: The first notification of the particular removal activity.

Revision: A revision to a prior notification or ADVF received.

Canceled: Notification that the removal activity is canceled. The unused ADVF must be marked “VOID” and returned to LDEQ at the address on the ADVF form.

If the activity has not been canceled, but there were additional ADVFs not used, mark “VOID” across and return to LDEQ. Do not mark “Canceled”.

Additional: Request additional ADVF(s) for a particular activity. Document the number of the original or first ADVF number issued in which the additional ADVF(s) are necessary.

Nonscheduled Operation: Any individual asbestos renovation and/or demolition operation necessitated solely by the need for the repair or maintenance of facility components, and involves a total of less than 1 cubic yard of RACM per operation. Check the box in Section I, if the AAC-2 is for Nonscheduled Operations (repair or maintenance less than 1 cubic yard of RACM per operation). Note the Total Volume in Section V as storage bin size.

(Annual Maintenance)

If the Annual ADVF was not used in the year the work was performed, and the asbestos is for disposal only, check the box noted as “**Disposal Only**” and note the year the work was performed.

II. Type of Operation - Check the appropriate selection:

Demo: The wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of any facility.
Note: Intentional burning of any facility that contains any type of asbestos is strictly prohibited.

Reno: Altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component that is to be returned or remain in place.

Ordered Demolition is ordered by a local or state government agency.

Emergency: A renovation that results from a sudden unexpected event. Verbal notification must be given by telephone to the LDEQ regional and main offices, immediately but no case later than 1 hour after learning of the incident, followed by a written notification to the main office within 5 working days.

Negative Declaration: Notification of demolition of a building that contains no Regulated Asbestos Containing Material (RACM).

III. Facility Enter the following information for the facility where the actual activity will

Description: take place.

Facility Name: Legal name of the facility.

Project Designer: LDEQ Accreditation no. of the Project Designer is required only for schools and state buildings. Leave blank if the facility is not used as a school or state building.

Physical Address: The physical address where the activity will take place. Specific directions to the site, should the address prove inadequate. (i.e. Two miles past Highway X on the right.) Include the city, state, zip code and parish where the facility is located. No P.O. Box Numbers are accepted.

Site Location: Building name or number, equipment or component name (i.e. boiler).

Telephone No: Telephone no. of the facility where the asbestos activity will take place.

Building Size: Estimate in square meters or square feet.

No. of Floors: Enter the no. of floors including the basement or ground level floors.

Age in Years: The approximate age of the facility.

Present Use/ Describe the primary use of the facility, present and prior.

Prior Use:

IV. Is Asbestos Present? Circle the appropriate selection: Yes or No.

If the activity is a Demolition, include:

Inspection Date (MM/DD/YY) Month/Day/Year;

Inspectors Name;

LDEQ Inspector Accreditation number; and

Procedure used to identify the asbestos material, including analytical method.

("Assumed" or "Known" to be asbestos containing is acceptable.)

If the material is "known" or "assumed" to be asbestos and the inspection information is not known, check that box in lieu of the inspection information.

V. Approximate Amount of Asbestos, including:

Check if removal times will be during:

Business Hours, After Hours, Weekend, or Holidays.

RACM to be Removed:

Describe the RACM, and Category I or II to be removed. Describe the material, i.e. thermal system insulation (TSI), ceiling, transite siding, vinyl asbestos tile (VAT), etc.

Unit of Measurement:

For Pipes or Surface Material, note linear or square footage.

The "Total Volume of RACM" in cubic yards is **mandatory**. Note the total amount of asbestos containing waste material in cubic yards for the entire project.

Non-Regulated ACM Not to Be Removed During Demolition:

Enter information on any ACM left in the building during demolition. Note: Only Category I ACM that is in good condition, and will remain in good condition by the forces expected to act upon the material during demolition, may remain in the structure prior to demolition. For a definition of Category I and Category II non-friable Asbestos Containing Material, see LAC 33:III.5151. Subchapter M at <http://www.deq.louisiana.gov/portal/Portals/0/planning/regs/title33/33v03.doc>.

VI. Facility Information:

Enter the Name of the legal owner of the site in which the asbestos removal, renovation, or demolition activity will take place; the name, telephone no, fax no. and email address of the contact person; and the owner's mailing address, including city, state, and zip code.

VII. Asbestos Removal Contractor Information:

Enter the ACM Removal Contractor's name; the ACM contractor's license number issued by the La. State Licensing Board for Contractors; and the name, LDEQ accreditation no, and expiration date of the Supervisor/ Contractor in charge of the project.

Enter the ACM Removal Contractor's mailing address, including city, state, and zip code; a contact name, and telephone, fax number, and email address for the contact person.

VIII. Other Operator/Demolition Contractor:

If another operator/ contractor is handling demolition activities (whether the structure contains asbestos or not), such as a general contractor, or any other person who leases, controls or supervises the site activity, enter the operator or contractor's mailing address, including city, state, and zip code; a contact name, telephone no. and email address.

IX. Scheduled Dates of Asbestos Removal:

Enter the dates (Month/Day/Year) for asbestos removal work. Asbestos removal work includes any activity which dislodges or disturbs asbestos materials, including site preparation.

X. Scheduled Dates of Demolition/Renovation:

Enter the dates for beginning and ending the demolition or renovation activity. For renovations, Sections IX and X may be (and usually are) the same.

XI. Solid Waste Transporter for RACM to the Landfill:

Enter the name, address, contact person, Solid Waste Transporter no, and telephone no. of the company responsible for transporting the asbestos waste from the removal site to the waste disposal site. If the transporter does not have a DEQ solid waste transporter number, he must contact Suzanne Bordelon of the LDEQ Solid Waste Section at 225-219-0967 to apply for a number.

XII. Solid Waste Transporter for RACM to a Designated Site:

Enter the name, address, contact person, Solid Waste Transporter no, telephone no. of the company responsible for transporting the asbestos waste from the removal site to a designated area prior to transporting to the waste disposal site. If the transporter does not have a DEQ solid waste transporter number, he must contact Suzanne Bordelon of the LDEQ Solid Waste Section at 225-219-0967 to apply for a number.

XIII. Asbestos Waste Disposal Site for RACM:

Identify the asbestos waste disposal site, including the complete name, location, telephone number, and contact person of the facility. The disposal site must be permitted by the LDEQ Waste Division and recognized by the LDEQ, Air Permits Division. A listing of approved sites can be found at <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=2251>

XIV. Government Ordered Demolition Information:

Provide the name of the responsible official, title and agency, authority under which the order was issued, the dates of the order and the dates the ordered demolition will begin. Attach a copy of the Government Order to the AAC-2 form.

XV. Emergency Renovation Information:

Provide the date and time of the emergency, a description of the sudden unexpected event; and a description of unsafe conditions, equipment damage, or financial burden resulting from the event. The information should be detailed enough for DEQ to evaluate whether a renovation falls within the emergency exception.

For true emergencies, verbal telephone notification must be made immediately, but in no case later than one hour after learning of the incident. If additional space is needed, write the information on a separate sheet of paper and attach it to the AAC-2 form. The Department will determine whether the project is a true emergency, and will enforce the ten (10) day notification period if the project is not deemed an emergency.

XVI. Certification of an Asbestos Renovation or Demolition Activity:

If the activity involves Regulated ACM, read and certify by signature if the statement is accurate.

XVII. Certification of a Negative Declaration:

This statement certifies that no Regulated Asbestos Containing Material will remain in the structure prior to demolition. Please read and certify by signature if the statement is accurate.

XVIII. Description of Planned non-RACM Demolition or RACM Renovation Work, and Method(s) to be Used:

Describe the demolition or renovation techniques to be used, and the areas and types of facility components that will be affected.

Note: All blanks on the AAC-2 form that are non-applicable must be completed with "NA". Please do not leave any blanks empty. If there are any blanks left empty; the AAC-2 form will be rejected and returned.